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Sandown Cable Board  
Minutes  
August 23,2023

**Place:** Sandown Town Hall

**Members Present:** Richard Lewis, Chairperson, Chris Donnellan, Vice-Chair and Eric Olsen (Selectmen Ex-Officio)

**Members Absent:**

**Opening:** Mr. Lewis called the meeting at 7:00 p.m.  
The Pledge of Allegiance was said.

**Selectmen Olsen made a motion** to approve the August 3<sup>rd</sup> meeting minutes as written.  
**2<sup>nd</sup> by Mr. Donnellan.** As amended. All in favor. **Motion passed.**

Mr. Donnellan updated the Board about the VOD server. As of today the server is still in transit. Mr. Donnellan was in contact with Gary the salesman. An email was received in regard to the insurance. The hardware has a 3 year insurance. Software insurance is for the whole system. Mr. Donnellan thought it ran about \$1,400.00 the last time. No date yet to install the system, will not schedule till the VOD arrives.

Mr. Donnellan also reported that Drake had video the Old Home Day event and is in the middle of editing.

Selectmen Olsen brought up that the lower town hall will be starting renovation, and to be careful walking through to get upstairs. Mr. Donnellan had talked to Lynne in regard to putting a monitor down by the clerk’s office, cable outlets are already in place but unsure if they work.

Mr. Lewis talked about the cable contract, was in contact with Mr. Bill August from Epstein and August Law Firm. Mr. Lewis told the board that Mr. August has done contracts in New Hampshire even though that the firm is out of Mass. Mr. August just completed the contract for Hampstead. Mr. Lewis had asked some questions in regard to the term of the contract, along with adding HD Channel. The rate is \$225.00 an hour and he estimate that it cost about \$15,000.00 to handle the contract for Comcast. Mr. Lewis was also in contact with Ms. Kate Miller from Donahue, Tucker and Ciandella in Exeter, NH. Ms. Miller has over 20 years of experience. Mr. Lewis told the board that his conversations with Ms. Miller lasted some time, and she had good information about the HD Channel. Mr. Lewis asked if Comcast had any funding to get the station updated with HD Ms. Miller said that they can reclaim the money over the life of the contract along with charging interest. Mr. Lewis asked Mr. Donnellan if we had an HD Channel what

44 equipment was needed. Mr. Donnellan said that we are pretty much there already have  
45 HD cameras would just need a different decoder which is costly. Mr. Lewis suggested  
46 that Mr. Donnellan find out how much that would cost. Ms. Miller gave a quote of  
47 \$4,000.00-\$5,000.00 to handle the contract with Comcast and would be going with the  
48 template that Comcast has. Ms. Millers rate is \$195.00 an hour. If an Associate does any  
49 work on it their rate is \$145.00 an hour and if a Paralegal does any work on the contract  
50 the rate is \$115.00.

51

52 Mr. Lewis would like to go in front of the BOS with their recommendation on what Law  
53 Firm they suggest. Mr. Donnellan would like to know before going in front of the BOS  
54 is to find out what other Towns that is compatible with Sandown had she worked with.  
55 Mr. Lewis said that she did do Durham, NH. Will reach out to find out the other Towns  
56 that Ms. Miller work on.

57 Selectman Olsen mentioned that he would like to see other Towns contract. All contracts  
58 are public knowledge.

59

60 Mr. Lewis and Selectman Olsen felt that Ms. Miller would be good for this. The location  
61 of her office is closer, rate is lower, and she had more experience in doing contracts  
62 throughout New Hampshire.

63

64 **Mr. Lewis made a motion** to have junior camera operators that does not have experience  
65 be at a level 8, senior camera operators with experience should be at a level 10. Mr.  
66 Donnellan will recommend to the board for approval to promote junior operators to the  
67 next grade level. Grade levels will depend what level they fall into on the Town standard  
68 pay matrix. **Selectman Olsen 2<sup>nd</sup> the motion.** All in favor. **Motion passed.**

69

70 The station manager and the recording secretary are all ready on the Town standard pay  
71 matrix. Mr. Lewis also brought up that we pay the operators a fix fee, with the fix  
72 number of hours worked. At this time the only employee would be Drake. Need to find  
73 out is pay rate times 3 hours. Will need to make sure that the finance director understands  
74 how to pay Drake. Mr. Lewis would also like to have the amount they pay Drake a  
75 rounded number, to see where Drakes pay is on the matrix for the per meeting rate.

76

77 **Mr. Donnellan made a motion to adjourn** the meeting at 7:38 **2<sup>nd</sup> by Selectman**  
78 **Olsen. All in favor. Motioned passed.**

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80 Next meeting is September 26<sup>th</sup> ,2023 at 7:00pm

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82

83 Respectfully Submitted,

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86

87 Erica Olsen